

Employment Opportunities (USAID)

Vacancy Announcement No. USAID 13-06

OPEN TO: Myanmar Citizens

POSITION: Project Management Specialist (Health), FSN-10

OPENING DATE: August 22, 2013

CLOSING DATE: September 5, 2013

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Rangoon is seeking an individual for the position of Project Management Specialist (Health) in the Office of Public Health in the United States Agency for International Development (USAID).

BASIC FUNCTION OF POSITION:

Serves as the Health Program Management Specialist in the Office of Public Health (OPH), an office which develops Maternal and Child Health (MCH) and Infectious Disease programs including HIV/AIDS. Assists in the performance of a full range of advisory, planning/design, development, administrative, monitoring, evaluation and financial management functions. Also serves as a Contracting Officer's Representative COR/AOR or independent activity manager for health project activities (approximate \$20 million per year). In order to be successful in carrying out the above mentioned functions, this person will be required to interact with personnel from other offices at USAID/Burma and USAID missions in Asia and, thereby, must have outstanding communications skills.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A Bachelors Degree in the field of social science, public health, public or business administration or a related field is required.
2. A minimum of five years (5) of professional and progressively more responsible experience working in project management and budget formulation and tracking is required. At least three (3) or more years of this experience with an US Government Agency or other international/local organization or donor is a plus.
3. Level IV, strong written and oral proficiency in English and Level IV (Native Speaker) in Burmese is required.
4. Must have a broad general knowledge of the concepts, principles, techniques and practices of development programs and project assistance and budgeting.
5. Must have demonstrated potential to acquire knowledge of U.S. Government legislation relating to Child Survival, Humanitarian, PEPFAR and Development Assistance; USAID programming policies, regulations, procedures and documentation; and a thorough understanding objectives, methodology, and status of USAID's overall Strategic Objectives and HIV/AIDS goals.
6. Must demonstrate proficiency in word processing, spreadsheets, databases, presentations and other computer applications (i.e. Microsoft Office, Excel, Power Point, etc.)

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Eligible age: Between 18 and 60

TO APPLY:

Interested applicants must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.
4. Do not attach Photo

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
110 University Avenue
Kamayut Township, Yangon

(Or)

Send by e-mail to HRORangoon@state.gov

CLOSING DATE FOR THE POSITION: September 5, 2013.